

**To:** Moraff, Kenneth[Moraff.Ken@epa.gov]; Webster, David[Webster.David@epa.gov]  
**From:** Wintrob, Paul  
**Sent:** Tue 9/9/2014 9:46:20 PM  
**Subject:** draft email re: Notes + CAT

Hi Ken and Dave:

I have modified my standard weekly reminder email re: the Weekly Notes and CAT to include the new directive. Please let me know if you have any edits. In particular if there are non-OEP related issues we can strike from the Hot (but need to be added to CAT list) and Key CAT topics list. I will be sending this note out late Wednesday afternoon.

## **REMINDER – OEP Weekly Notes & CAT Key Projects Report**

### **OEP Weekly Notes Reporting**

The weekly notes should include items from the Policy and Press Actions and Public Outreach Planner Reports, but can also include other activities which you think might be of interest to the RA and DRA, and/or the OEP Director and Deputy. We use the weekly notes to create a weekly message for Curt and Deb, so this is a chance to convey information he or she might not otherwise hear.

Just a reminder to please **Upload Your Notes into our OEP Weekly Notes MS OneDrive Folder** by

12:00 pm Thursday, September 11, 2014. Please maintain our standard font – **Calibri 11**

Here is a link to the site

## **OEP Weekly Notes**

Please note our standard font is Calibri 11. Here is a sample of our format, which features a title in bold text above the summary (see example below)

## Air Quality

On May 27, ozone concentrations in excess of the 2008 8-hour ozone standard (0.075 ppm) were measured along coastal Connecticut. One monitor also exceeded the 1997 8-hour ozone standard (0.08 ppm). These are the first ozone exceedances in New England in 2014.

## CAT Key Projects Report

Please update your “Key” projects in CAT by COB September 19, 2014. Include the projects on Nancy’s list (below), archive any current projects that are done, and uncheck the “key” designation if projects are ongoing but not hot. Nancy will periodically send an email of hot topics to be included in the key projects list. At a minimum, CAT should be updated each Friday by COB.

## OEP Related Regional Hot Topics – confirm these are in CAT

<b>Non-Responsive, Deliberative Process</b>		
<b>Non-Responsive, Deliberative Process</b>	Merrimack Station Permit	<b>Non-Responsive, Deliberative Process</b>
	<b>Non-Responsive, Deliberative Process</b>	

## OEP Related Regional “Key” Topics Include

**Non-Responsive, Deliberative Process**

**Non-Responsive, Deliberative Process**

**Non-Responsive, Deliberative Process**

PSNH Bow Merrimack Station NPDES  
Permit

**Non-Responsive, Deliberative Process**

# Non-Responsive, Deliberative Process

Please send me a reply if you have updated info or if you have no new info to update.

Let me know if you have any questions.

Regards,

Paul

617.918.1514

[EPA Region 1](#)

